

Overview of the SSO Reference Manual

The SSO Reference Manual will serve as a knowledge base for the System Security Officers, functioning as a single repository of the information SSOs need to better execute their jobs, including information such as:

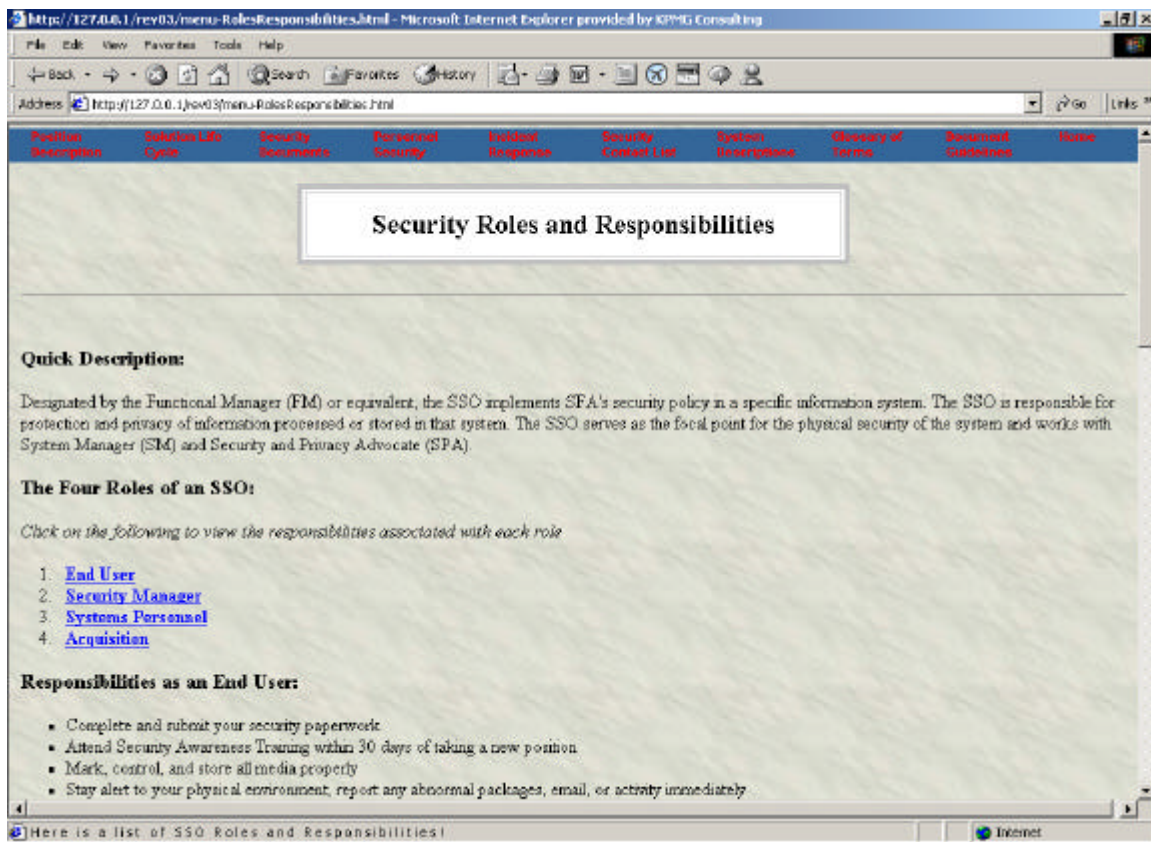
- SSO responsibilities
- Security policies and documents
- Information regarding each phase of the SDLC
- Security terminology glossary
- SFA security contacts
- Other pertinent information.

The SSO Reference Manual will be accessible via the OCIO web page on SFANet. The next sections will describe the material that is available on the web site.

Section descriptions

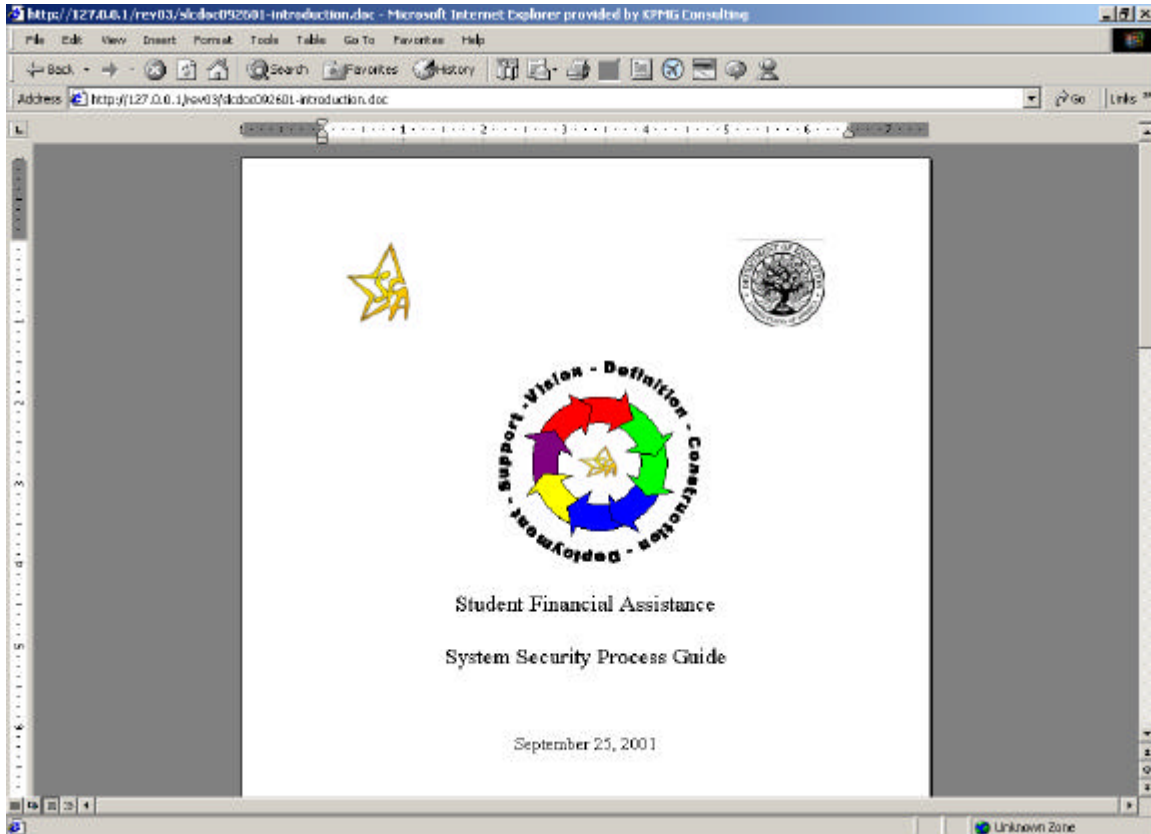
1) Position Description

This section will outline the main Roles and Responsibilities of a System Security Officer. The information currently located in the Reference Manual was extracted from a document that KPMG Consulting previously produced for SFA, entitled “Office of Student Financial Assistance Guide to Information Security and Privacy.” Below is a screen shot of the current draft of the information:



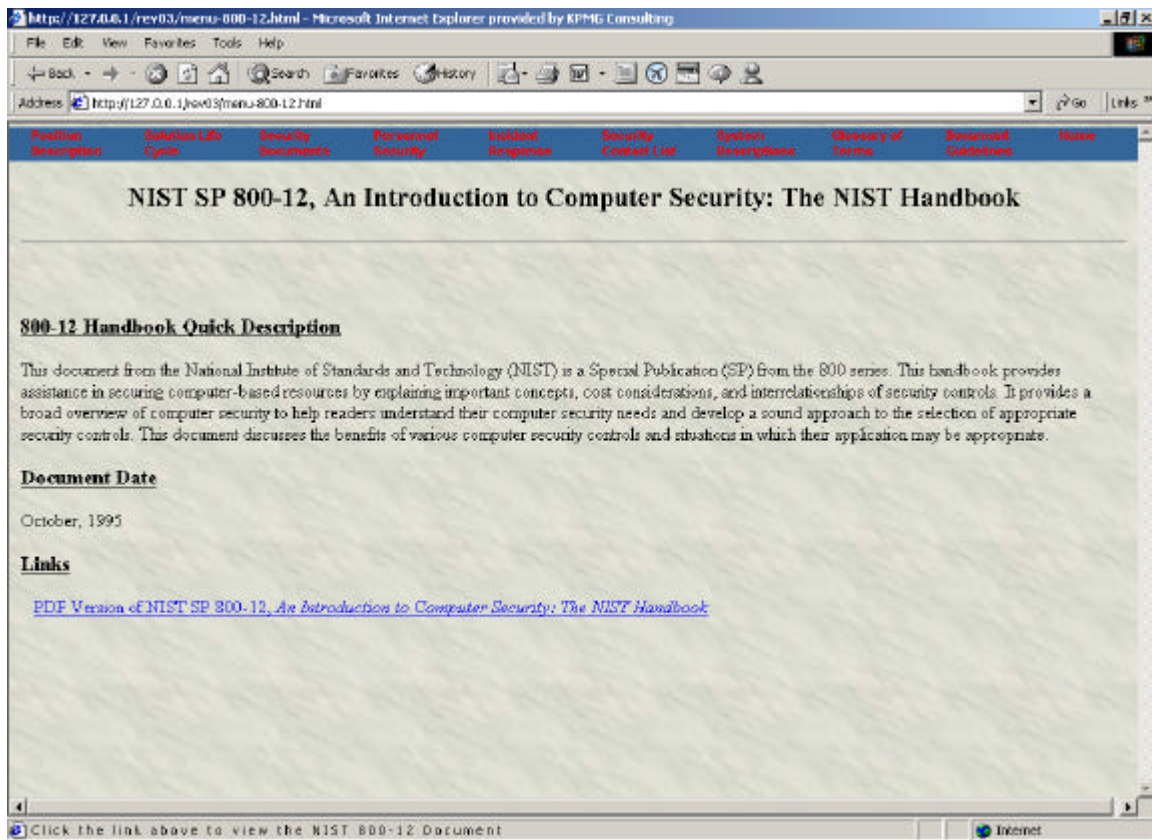
2) System Design Life Cycle

This section is broken down into 6 subsections, each describing a different phase of the SDLC. Each phase contains a short description and a detailed description of the deliverables to be completed during the particular phase of the lifecycle. Also, the deliverable in each phase will be hyperlinked to other areas of the SSO Reference Manual containing pertinent guidance material for the SSO to complete each required item. A screen shot of the Introduction section follows:



3) Security Documents

In this section, we have gathered a surplus of security policy documents from NIST, Department of Education, OMB, NIACAP, and other agencies. Each document has an introduction page (as seen below in the screenshot for NIST SP 800-3), including a brief description, document date, a link to the actual PDF or MS Word file, and guidelines describing how to complete each document.



4) Personnel Security Process

This section is currently under construction but will eventually contain instructions and forms for the SSO to follow and complete. For example, each system requires all users to complete and sign a rules of behavior document indicating their understanding of the dos and don'ts pertaining to the system. This section will contain all necessary forms as well as instructions for completing this task.

5) Incident Response Process

This section is currently under construction but will eventually include the procedure, useful forms, and contact information for reporting a security incident.

6) SFA Security Contact List

This section contains the most up-to-date information regarding contact phone numbers in SFA Security and Privacy. A screen shot of the current draft of the information follows:

The screenshot shows a web browser window with the address bar displaying 'http://127.0.0.1/rev03/SecurityContactList.doc'. The page content is titled 'SFA Security & Privacy Contact List' and features a logo on the left. The contact list is organized into several sections:

- OFFICE OF THE SFA COMPUTER SECURITY OFFICER**
 - Andrew J. Boots, III - Security & Privacy Champion (202) 260-8636
 - Robert Clayton (202) 708-4841
 - Robert Ingwalson (202) 205-5316
- VIRTUAL DATA CENTER**
 - Jim Cunningham - System Security Officer (202) 260-8573
 - Cathy Power - Alternate (202) 205-2672
- SYSTEM SECURITY OFFICERS**

Campus-Based	Robert Smith	(202) 358-4865
CFO DataMart	Russel Young	(202) 205-9970
COD	Ellis Williams	(202) 708-9017
CPS/FAFSA	Paul Mathis	(202) 708-8270
	Yvonne Somerville (Acting)	(202) 708-8720
DL DataMart	Schonda Piper	(202) 708-9365
DLOC	Yvette Payne	(202) 260-8718
DLOS	Don Dorsey	(202) 708-4854
DLSS	Schonda Piper	(202) 708-9365
FFEL	Willie Sutton	(202) 205-5570
FMS	Shirley Singleton	(202) 708-5883
FP DataMart	Willie Sutton	(202) 205-5570
HR System	Joel Clark	(202) 260-3739

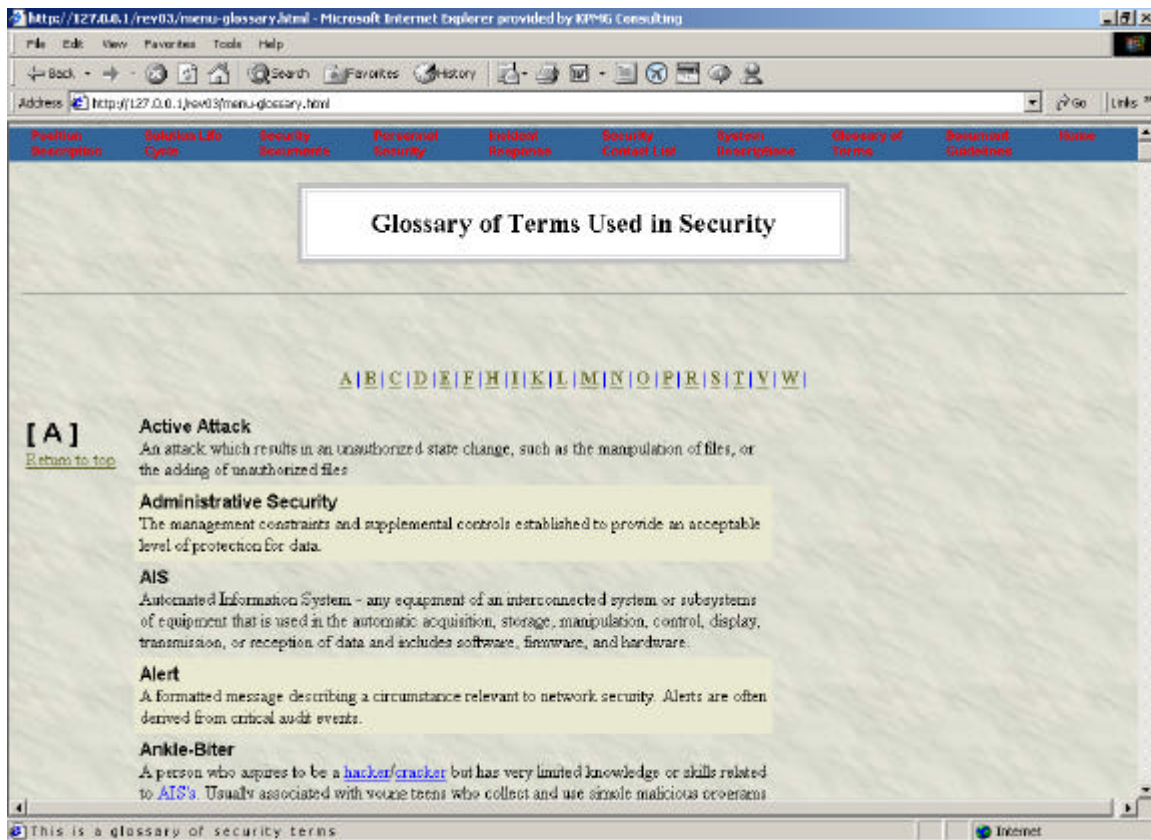
7) System Descriptions

This section lists the current SFA systems, a brief description of the functionality of the system, and the current SSO associated with the system. A screen shot of the current draft of the information follows:

System Name	System Description	SSO
Campus-Based System (CBS)	Campus-Based System supports the College Work-Study and other small student grant programs which are administered at the campus level. CBS gathers data from postsecondary institutions, calculates awards, and enters financial transaction information into ED's accounting system. The system supports processing the FISAP cycle, uploading, editing, and calculating awards.	Robert Smith
Central Processing System (CPS)	CPS processes Free Applications for Federal Student Aid (FAFSA). The system conducts a series of data checks, formula calculations, and verification checks with other Federal agencies. CPS then prints the information and eligibility results on the Student Aid Report (SAR) for mailing to the student or institution.	Paul Mathis Yvonne Somerville (Acting)
Direct Loan Central Database/Direct Loan Servicing System (DLCD/DLSS)	Direct Loan Central Database is a component of the Direct Loan Servicing System. Direct Loan Servicing System maintains data on students under the FOLP program while the students are in school, deferment, or repayment status. These two systems jointly are responsible for the servicing all of ED's direct student loans and maintains the ledger accounts for all financial transactions associated with the program.	Scott Smith
DL Origination	This system supports the delivery of the Direct Loan program, including the front end processing of direct	Don Dorsey

8) Glossary of Terms

This section, aggregated from the NIST guidance, is a glossary of security terminology. The section is hyperlinked with a bar at the top that enables users to easily jump among related terms. A screen shot of the current draft of the information follows:



9) Documents and Guidelines

This section is currently under construction. This section will eventually have directions for completing security document criteria and will return a user to the same place listed in the “Document Guidelines” section of each document listed in the “Security Documents” section (#4 above).